

**California Air Resources Board  
GHG Emissions and Data Reporting Tool**

**Instructions for Certifying, Unlocking, and Setting Data  
to Revisions Requested**

**A. Certifying GHG Data Submissions**

**Step 0:** Login to the GHG reporting tool. <https://ghgreport.arb.ca.gov/eats/carb/>

**Step 1:** Confirm that the Submissions are Ready for Certification. To confirm this, go to the Facility or Power Entity link on the blue bar. Use the facility tab if reporting is for a facility, and the power entity tab if reporting for a retail provider or marketer. From the appropriate tab, select your facility or entity. Next, select the red "Facility and Unit Submissions" tab or "Entity Submissions" tab, as applicable. This will show each submission and the status of the submission. The status must be set to "Ready for Certification" or "Revisions Requested."

**Step 1a:** Perform QA Checks if needed. For any submissions that have a status of "Preliminary Data," they cannot yet be certified. Click on the submission and then click on "Review Submission QA Checks" for the submission. Review the QA checks and click on the Ready for Certification button if all data are correct. Repeat this step until all of the "Preliminary Data" submissions have a status of "Data Pending Certification." These steps may be performed by a Facility Manager, Facility Reporter, Entity Manager, or Entity Reporter.

**Step 2:** Certify Your Data. This step must be performed by a Facility Manager or Entity Manager. To certify submissions, go the Annual Reporting Tab on the blue bar at the top of the screen. Select "Certify or Unlock Annual Data." Select the submission for Certification. Click on Continue at the bottom of the screen.

**Step 3:** Review the QA checks displayed, scroll to the bottom and click Continue.

**Step 4:** On the next "Review Annual Emissions and Fuels Submission" page, scroll to the bottom. There you will see a drop-down menu. Select "Certified - Unverified Data." After making the selection enter your password, click on Submit, and the status of the submission will be updated Certified. Repeat this process for each submission.

**Step 5:** To confirm that all submissions have been certified, again, go to the Facility or Power Entity link on the blue bar (as applicable). Select the facility or entity. Next, select the red Facility and Unit Submissions tab or the Entity Submissions tab. This will show each submission and the status of the submission.

If all required submissions have been entered and Certified, then the submission status will "roll-up" to "Verification Ready" for each of the submissions, and the

reporting is considered to be complete. For facilities, if the report does not roll-up to Verification Ready, double check that there is an "Emissions and Fuels" submission as well as an "Energy and Production" submission at the facility level. Also, each generating unit (if applicable) must have these submission pairs. In some situations, the Facility-level submissions may be blank if all emissions were reported at the generating unit level, but the submissions must still be created and certified for the status to go to "Verification Ready." For power entities, check that either SF<sub>6</sub> is reported in a submission or that the check box has been checked on the Entity Details tab for no reportable sources, as applicable.

For additional information about certifying data, including a PowerPoint slideshow that demonstrates the process, please refer to this website:

<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm> (see right side of screen)

## **B. Unlocking Data for Additional Editing**

Submissions with a status "Certified – Unverified Locked" or "Revisions Requested" or "Data Pending Certification" may be unlocked by Facility Managers or Entity Managers for additional editing. This process is generally the same as the Certification process, except the status is changed to allow editing. If the status of submissions is "Verification Ready," contact your verifier, who will set the status to "Revisions Requested," and then the data can be unlocked as described below. Or, if you are not yet working with a verifier, ARB staff can set data to Revisions Requested if you send a message to [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov).

**Step 0:** Confirm that you have included your facility Physical Address information and County, Air District, Air Basin information for the facility. If not, follow the included instructions, below. This data is required before recently added QA checks can be passed, which is necessary for unlocking the data.

**Step 1:** To unlock your submissions for editing, go the Annual Reporting Tab on the blue bar at the top of the screen. Select "Certify or Unlock Annual Data". This must be performed by a Facility or Entity manager.

**Step 2:** Select the submission you want to unlock. Click on Continue at the bottom of the screen.

**Step 3:** You'll then see the Review Submission QA Checks screen. Scroll to the bottom and click Continue. (Note: If the QA screen shows a critical QA error (such as missing address information) you will need to correct this error before the submission can be unlocked.)

**Step 4:** Next you'll see the Review Annual Emissions and Fuels Submission screen. Power entities (retail providers and marketers) will see either the Review Annual Power Transactions Submission screen or the Review Annual SF<sub>6</sub> Submission screen. Scroll to the bottom. There you will see a drop-down menu for

the *Decision* field were you will change the status to “Preliminary Data.” Enter your password, click on Submit, and the status of the data will be updated to allow editing again.

**Step 5:** Repeat these steps for any other submissions that need editing. After editing, recertify the submissions.

***For power entities to edit transactions data***, after having set the submission to “Preliminary Data” status, it is preferable to click on the submission you want to edit, and then “Delete all data” in the grids on the Annual Power Transactions Submission page. Deleting data from the grid is preferred to deleting the record of the submission. Next, upload a fresh transactions template that includes the corrected data. Remember, the Excel workbook must be exported to XML for upload. Use caution when inserting data into the spreadsheet. When pasting copied data into a spreadsheet, use Paste Special \ Values. Please do not delete columns of data or change on page formatting as this may cause errors when exporting your data to XML. If you are unable to resolve formatting errors, please download a new template from the reporting tool (follow the “Upload Data” button to see the template link).

If the submissions status is “Verification Ready” contact your verifier who will change the status to “Revisions Requested.” ARB staff can also assist with this step if a verifier is not associated with the facility or entity. The facility manager will then need to change the status to “Preliminary Data” (using the steps described here) before the data can be edited.

### **C. Editing “Revisions Requested” Submissions and Re-Certification**

If in working with the ARB or a verifier your data was unlocked to allow revisions, there are a few steps required to perform the editing of the “Revisions Requested” submissions.

**Step 1:** Review the status of the submissions. To confirm this, go to the Facility or Power Entity link on the blue bar (as applicable). Select the facility or entity. Next, select the red Facility and Unit Submissions tab or the Entity Submissions tab. This will show each submission and the status of the submission.

**Step 2:** Set the status of the data to Preliminary Data. See “Unlocking Data for Additional Editing.”

**Step 3:** Edit the data as needed. Power entities (retail providers and marketers) please see above, Unlocking Data for Additional Editing, step 5.

**Step 4:** Perform the QA checks on the data and click on Ready for Certification if there are no problems.

**Step 5:** Certify the data submission. See Certifying GHG Data Submissions.

**Step 6:** Repeat as needed for each submission to be edited.

#### **D. For Verifiers: Setting Data Submissions to “Revisions Requested”**

If a verifier determines that revisions must be made to a GHG emissions report that has a status of “Verification Ready” the verifier must set the data submission status to “Revisions Requested” before the reporter can edit their data. This action sets all submissions for an entire facility to the status of “Revisions Requested” and then a Facility Manager user for the facility can complete the unlocking process as described in “B” above.

**Step 1:** Within the reporting tool, click on the Verification link on the top blue bar. Select Verify Annual Data from the pull-down.

**Step 2:** Using the Filter, select the desired facility or entity. Click on Continue.

**Step 3:** You’ll see the Verify Annual Data screen. Scroll to the bottom.

**Step 4:** For “Finding” select “In Progress.” For the Decision/Action, select “Revisions Requested.” Enter your password and click Submit Decision.

**Step 5:** Let the reporter know that they will have to unlock any “Revisions Requested” submissions prior to editing as described in “B” above. Any edited submissions will need to go through the steps of performing the QA, setting the status to Ready for Certification, and then Certifying the data. Submissions with a status of Revisions Requested can be immediately certified if they haven’t been edited. See the instructions for Unlocking Data.

#### **E. Deleting Data Submissions from Tool**

You can delete any submission that has a status of “Preliminary Data” using the method described below. If you want to delete any submissions that have a status of “Certified - Unverified Data,” please unlock the data first using the instructions below.

A submission can only be deleted if it has a status of “Preliminary Data” which can be set, if needed, using the instructions for Unlocking Data for Additional Editing, above.

**Step 1:** Go to the main Facility Information tabs. Click on the tab for “Facility and Unit Submissions.” For power entities, go to the main Power Entity Information tabs and click on the tab for “Entity Submissions.”

**Step 2:** A list of the submissions is provided and their status. Select the submission for deletion. Scroll to the bottom of the screen to see the Delete button. **Be careful.** Clicking on this button completely deletes the entire selected

11/17/2010

submission and associated underlying data and cannot be undone. (It is probably best to click on the submission first, just to review what's there and confirm that it all should be deleted.) For power entities, it is preferable to click on the submission you want to edit, then "Delete all data" in the grids on the Annual Power Transactions Submission page, instead of deleting the record of the submission. Power entities please see above, Unlocking Data for Additional Editing, step 5.

**Step 3:** When ready, hit Delete, and the submission will be removed.

#### **F. Adding Physical Address Info for a Facility**

If you have not already done so, please add a physical address for you facility. This should be done even if it is the same as the mailing address because it will allow you to also input your county, air basin, and air district information and is required to pass newly added QA checks.

Step 1: Enter Physical Address. Login and go to your facility. Click on the red Addresses tab. If a Physical Address is not present, click on the Add Addresses button. Enter the information and select the appropriate address type. Click on Save. Click on Back to return to the previous screen.

Step 2: Enter County, Air Basin, Air District. Click on the red Geographic Location tab. In addition to the facility latitude and longitude, you will now see pull-down lists for the county, air basin, and air district. Make the appropriate selections and click on Save to complete the update.

Revised 10/17/2010, phg and rl